

DP-0353-60
COPY / OF /

January 11, 1960

Dear Dan:

Since 1955 we have been accumulating paper work on various contracts under the cognizance of your office (including various operations for FOG). All of this material is kept in locked filing cabinets which are becoming too numerous to handle conveniently. Further they occupy space in and near offices where space is at a premium. Expansion of our area does not seem feasible at this time and I hesitate to move the cabinets outside the area because of security.

These papers consist of contracts, correspondence of all types, departmental records, procurement records, drawings, etc.

I would like your authorization to transfer such of these records as I consider practical and expedient to microfilm and to destroy by burning the originals after such duplication. If there are any specific categories which must be retained in their original form, please specify.

ELG/MDG

ELG
E. L. G.

cc: J.L.B.
F.G.F.
A.B.S.

JAN 12 3 28 PM '60

DOCUMENT NO. 27
NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
CLASS. CHANGED TO: TS (S) C 204
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: 04/12/81 REVIEWER: 010956

ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1. ✓	Operations -	<i>PMW</i>	<i>22 Jan</i>
2. ✓	Security	<i>Amay</i>	<i>21 Jan</i>
3.	Contracts		
4.			
5.			
6.			
7.			
RETURN TO SENDER			
ACTION		CONCURRENCE	INFORMATION
COMMENT		FILE	SIGNATURE
<p>REMARKS</p> <p>Please let me have your comments as to whether or not the request from EK set forth in the attached letter, DFD-0353-60, should be approved.</p> <p>The contract provides that contract records may be transferred to microfilm after 2 years unless a shorter period is authorized.</p> <p><i>NO OBJECTIONS FROM OPERATIONS</i></p> <p><i>no objection from Security</i></p>			
FROM			
NAME AND ADDRESS		PHONE NO.	
<p><i>DMT</i></p> <p>Contracts</p>		DATE	
		18 Jan 60	